



JOB ANNOUNCEMENT

Contractual Position – No Benefits

Recruitment For: **Administrative Officer I (# FTE 021)**

Salary Range: Hourly Rate: \$16.17 - \$25.37 Equivalent to Salary Grade 13
Hiring Range: \$16.36 - \$20.65

Closing Date: **July 23, 2010**

Position Duties: The main purpose of this position is to retire the accounts of vested members and members over the age of 70 ½. Once members are located, this position will be responsible for tracking and processing the retirement application paperwork. This position also locates and tracks participants of the Optional Retirement Program (ORP) to verify employment or retirement after the member ceases to work. Timely and accurate processing of transactions related to these processes are essential elements in aiding the Agency in meeting the objective of our “Mission Statement” which is to effectively communicate the participants and employers information about benefits provided by the system.

MINIMUM QUALIFICATIONS:

Education: Possession of a bachelor’s degree from an accredited four-year college or university.

Experience: One year experience in administrative or professional work.

Notes:

1. Applicants may substitute graduate education for the required general experience at the rate of one year of education to one year of experience, for up to two years of the required general experience.
2. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

Application process: Due to the confidential nature of work, the selected candidate must undergo and pass a background check which includes fingerprinting. Send a Maryland State Application (MS-100) to Maryland State Retirement Agency, Office of Human Resources, Administrative Officer I #FTE-021, 120 E. Baltimore Street, Baltimore, MD 21202 or careers@sra.state.md.us. **No resumes will be accepted as a part of this application.** MS-100 applications are available at the Department of Budget and Management’s website, www.dbm.state.md.us, under Job Seekers, or call (410) 625-5539. Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service.EOE

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